

MEMORANDUM FOR: All NOAA Employees

FROM: Ted Wolfgang
Acting, Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 20

The purpose of this transmittal is to update the Transportation Chapter of the NOAA Travel Regulation (NTR). This Transmittal has been posted on the NOAA Travel Office (NTO) web page at <http://www.corporateservices.noaa.gov/~finance/travel.html>. Please visit our web page to view or to update your NTR.

Please contact Rachael Wivell on (301) 444-2136 in the NOAA Travel Office (NTO), if you have any questions.

MEMORANDUM FOR: All Holders of the NOAA Travel Handbook

FROM: Ted Wolfgang
Acting, Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 20

1. Filing Instructions for the NOAA Travel Regulation (NTR). Replacement pages for your NTR are attached as follows:

Remove

Page 301-10-1
dated March 1, 2003

Pages 301-10-2 – 301-10-6
dated January 1, 2002

Pages 301-10-7 – 301-10-9
dated March 1, 2003

Insert

Page 301-10-1
dated March 1, 2006

Pages 301-10-2 – 301-10-6
dated March 1, 2006

2. Explanation of Changes. The attached pages issue updated guidance on transportation travel allowances.

3. File this cover memorandum in the front of the NTR. Clarification or assistance regarding travel policies and/or procedures may be obtained by calling your servicing Finance Office listed below:

Seattle------(206) 526-6008
Boulder------(303) 497-5307
Kansas City------(816) 426-7543 x431
Norfolk------(757) 441-6897
NOAA Travel Office------(301) 444-2136

Attachments

NOAA TRAVEL REGULATION (NTR) CHECKSHEET FOR CHAPTERS 300 and 301

Following is a list of pages currently in effect in the NTR. This checksheet is to be used to verify the accuracy of the NTR.

<u>Page</u>	<u>Transmittal #</u>	<u>Page</u>	<u>Transmittal #</u>	<u>Page</u>	<u>Transmittal #</u>
CHAPTER 300		2-12.....	13	<u>Part 301-12</u>	
300i.....	10	2-13.....	15	12-1.....	10
		2-14.....	15	12-2.....	10
<u>Part 300-2</u>		2-15.....	15	12-3.....	10
2-1.....	10	2-16.....	13		
2-2.....	10	2-17.....	13		
2-3.....	10	2-18.....	15	<u>Part 301-32</u>	
		2-19.....	15	32-1.....	19
<u>Part 300-4</u>		2-20.....	15	32-2.....	19
4-1.....	12	2-21.....	13	32-3.....	19
4-2.....	12	2-22.....	10		
2-23.....	10	2-24.....	10	<u>Part 301-51</u>	
				51-1.....	10
CHAPTER 301				51-2.....	10
301-i.....	10	<u>Part 301-10</u>		51-3.....	11
		10-1.....	20	51-4.....	15
<u>Part 301-1</u>		10-2.....	20	51-5.....	15
1-1.....	10	10-3.....	20	51-6.....	15
1-2.....	10	10-4.....	20	51-7.....	15
		10-5.....	20	51-8.....	15
<u>Part 301-2</u>		10-6.....	20	51-9.....	15
2-1.....	15				
2-2.....	15			<u>Part 301-52</u>	
2-3.....	15			52-1.....	10
2-4.....	13			52-2.....	10
2-5.....	13				
2-6.....	13	<u>Part 301-11</u>		<u>Part 301-53</u>	
2-7.....	13	11-1.....	10	53-1.....	12
2-8.....	13	11-2.....	10		
2-9.....	15	11-3.....	12	<u>Part 301-74</u>	
2-10.....	13	11-4.....	10	74-1.....	10
2-11.....	13	11-5.....	10	74-2.....	13
		11-6.....	10		

NOAA TRAVEL REGULATION CHECKSHEET FOR CHAPTERS 302 and 306

<u>Page</u>	<u>Trans #</u>	<u>Page</u>	<u>Trans#</u>	<u>Page</u>	<u>Trans #</u>	<u>Page</u>	<u>Trans #</u>
<u>CHAPTER 302</u>		<u>Part 302-11</u>		<u>CHAPTER 306</u>		<u>Part 306-7</u>	
302i.....	16	11-1.....	16	306-i.....	6	7-6.....	6
<u>Part 302-1</u>						7-7.....	6
1-1.....	16	<u>Part 302-12</u>		<u>Part 306-1</u>		7-8.....	17
		12-1.....	16	1-1.....	10	7-9.....	17
<u>Part 302-2</u>		12-2.....	16	1-2.....	10	7-10.....	17
2-1.....	16	12-3.....	16			7-11.....	17
2-2.....	16	12-4.....	16	<u>Part 306-3</u>		7-12.....	17
2-3.....	16	12-5.....	16	3-1.....	17	7-13.....	17
2-4.....	16	12-6.....	16	3-2.....	17	7-14.....	17
2-5.....	16	12-7.....	16	3-3.....	17	7-15.....	17
2-6.....	16	12-8.....	16	3-4.....	17	7-16.....	17
2-7.....	16	12-9.....	16	<u>Part 306-4</u>		7-17.....	17
2-8.....	16	12-10.....	16	4-1.....	6	7-18.....	17
2-9.....	16	12-11.....	16	4-2.....	6	7-19.....	17
2-10.....	16	12-12.....	16			7-20.....	17
2-11.....	16			<u>Part 306-5</u>		7-21.....	17
2-12.....	16			5-1.....	17	7-22.....	17
				5-2.....	18	7-23.....	17
<u>Part 302-3</u>				5-3.....	18	7-24.....	17
3-1.....	16			5-4.....	18	7-25.....	17
3-2.....	16			5-5.....	17	7-26.....	17
				<u>Part 306-6</u>			
<u>Part 302-7</u>				6-1.....	17		
7-1.....	16			6-2.....	17		
7-2.....	16						
				<u>Part 306-7</u>			
<u>Part 302-9</u>				7-1.....	6		
9-1.....	16			7-2.....	17		
9-2.....	16			7-3.....	6		
9-3.....	16			7-4.....	6		
9-4.....	16			7-5.....	6		

Part 301-10-TRANSPORTATION EXPENSES

Subpart B--Common Carrier Transportation

Sec.

301-10.110(a) What should I do if I purchase a ticket for personal travel, and then find out I'm expected to perform official travel during my personal travel, but at a different location?

301-10.110(b) Are there ever any circumstances I could utilize the Government contract fare when a personal travel location is involved?

Subpart D--Privately-Owned Vehicle (POV)

Sec.

301-10.309(a) How do I compare the cost of POV versus common carrier transportation?

Subpart E--Special Conveyances

Sec.

301-10.454 Can I accept a rental car rate that is lower than the Government rental car rate?

Subpart F--Commercial Aviation Services (CAS)

Sec.

301-10.500 What services are included under CAS and what are the reporting requirements?

301-10.501 What is the definition of a contracted (leased) aircraft?

301-10.502 What is the definition of charter aircraft?

301-10.503 How are charter aircraft services, for one-time exclusive use, authorized and what method of payment is used for procurement?

301-10.504 How are charter aircraft services, for field party activities, authorized and what method of payment is used for procurement?

301-10.505 What is the definition of a rental aircraft?

301-10.506 What is the definition of a privately-owned aircraft?

301-10.507 When can a privately-owned aircraft be authorized?

Subpart B--Common Carrier Transportation

301-10.110(a) What should I do if I purchase a ticket for personal travel, and then find out I'm expected to perform official travel during my personal travel, but at a different location?

Since you cannot use Government contract fares for personal travel, you should turn your personal ticket in to your servicing travel management center (TMC) so that they can issue one ticket which will include both official and personal points of travel. You will be responsible for any costs above the Government contract fare.

301-10.110(b) Are there ever any circumstances I could utilize the Government contract fare when a personal travel location is involved?

Yes. If you receive notice during your personal trip, that you must perform official travel, you can utilize the Government contract fare from your personal travel location, to an official travel location(s), and return to your personal travel location.

Subpart D--Privately-Owned Vehicle (POV)

301-10.309(a) How do I compare the cost of POV versus common carrier transportation?

COMMON CARRIER

Air fare
Round trip taxi fare & tip
(**do not** use POV costs)
Shuttle/taxi to hotel
Per diem
Excess baggage

POV

Mileage
Tolls, bridge, ferry, road, tunnel
Parking (hotel)
Per diem (including stops)

You **do not** include the cost of local transportation at the TDY site.

Subpart E–Special Conveyances

301-10.454 Can I accept a rental car rate that is lower than the Government rental car rate?

No. If you are offered a rental car rate that is lower than the Government rental car rate, you are required to decline the lower rate. Rental car rates offered at a lower than Government rate do not include full coverage insurance for damages resulting from an accident while performing official travel.

Subpart F–Commercial Aviation Services (CAS)

301-10.500 What services are included under CAS and what are the reporting requirements?

Services included under CAS are:

- (a) Leasing aircraft for exclusive use or lease-purchasing an aircraft with the intent of taking title;
- (b) Chartering or renting aircraft for exclusive use;
- (c) Contracting for full services (i.e., aircraft and related aviation services for exclusive use:) or obtaining full services through an inter-service support agreement (ISSA); or
- (d) Obtaining related aviation services (i.e., services but not aircraft) by commercial contract or ISSA, except those services acquired to support a Federal aircraft.

Note: Official travel on scheduled air carrier is not a “commercial aviation service.”

The reporting requirements require that all CAS, of any dollar value, be reported to the Office of Marine and Aviation Operations (OMAO) Program Services and Outsourcing Division, 1315 East West Highway, SSMC#3, Room 12782, Silver Spring, Maryland 20910, using NOAA Form 56-56, Commercial Aviation Services Report. OMAO may be contacted on (301) 713-1045. (Authority: 41 CFR 102-33, Management of Government Aircraft; NAO 216-104, Management and Utilization of Aircraft.)

301-10.501 What is the definition of a contracted (leased) aircraft?

A leased aircraft is defined as an aircraft hired under a commercial contractual agreement in which an executive agency has exclusive use of the aircraft for an agreed upon period of time. The acquiring executive agency operates and maintains the aircraft. Leased aircraft are hired as CAS.

301-10.502 What is the definition of charter aircraft?

A charter aircraft is defined as an aircraft that an executive agency hires commercially under a contractual agreement specifying performance, including pilots and flight crew, and one-time exclusive use. The commercial source operates and maintains a charter aircraft. A charter is one form of a full service contract.

301-10.503 How are charter aircraft services, for one-time exclusive use, authorized and what method of payment is used for procurement?

A NOAA Form 56-48, Request for Aircraft Services, must be submitted to the Office of Marine and Aviation Operations Program Services and Outsourcing Division, and an OMAO Assigned Clearance number issued before an agreement can be completed. (Authority: NAO 216-104, Management and Utilization of Aircraft.)

Charter aircraft services under \$2,500 can be procured on the Citibank Government travel card. A copy of the NOAA Form 56-48, the OMAO Assigned Clearance Number and Citibank Government travel card receipt must accompany the travel voucher when submitted to the servicing finance office for payment. Air charter services exceeding \$2,500 must be purchased through the servicing procurement office.

301-10.504 How are charter aircraft services, for field party activities, authorized and what method of payment is used for procurement?

Prior approval is required for chartering helicopters or other small aircraft for short flights to move personnel or equipment during the course of normal field party activities. Air charter services for field parties are authorized by submitting a NOAA Form 56-48 (Request for Aircraft Support) to the Office of Marine and Aviation Operations Program Services and Outsourcing Division, and obtaining an OMAO Assigned Clearance Number. (Authority: NAO 216-104, Management and Utilization of Aircraft.)

Charter aircraft services, under \$2,500 for field party activities, can be procured on the Citibank Government travel card. The original NOAA Form 56-48 with the OMAO Assigned Clearance Number annotated, and a copy of the Citibank Government travel card receipt must accompany the travel voucher when submitted to the servicing finance office for payment. Charter aircraft services exceeding \$2,500 for field party activities must be purchased through the servicing procurement office.

301-10.505 What is the definition of a rental aircraft?

Rental aircraft is defined as an aircraft hired commercially under an agreement in which the executive agency has exclusive use of the aircraft for an agreed upon period of time. The executive agency operates, but does not maintain a rental aircraft.

301-10.506 What is the definition of a privately-owned aircraft?

A privately-owned aircraft is defined as an aircraft owned by a NOAA traveler who is then reimbursed on a mileage basis per FTR, 301-10.303.

301-10.507 When can a privately-owned aircraft be authorized?

A privately-owned aircraft may be authorized in accordance with FTR, Chapter 301-10.303, and NOAA Administrative Order 216-104, “Management and Utilization of Aircraft.”